

GENERAL DEFINITION OF WORK:

Performs intermediate protective service work investigating criminal activity in the County; does related work as required. Work is performed regular general supervision. The work may be performed under emergency conditions and involve considerable personal hazard. Limited supervision may be exercised over personnel at a crime scene.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Investigating criminal or narcotics activity; interviewing and/or interrogating victims, witnesses and/or suspects; gathering evidence; testifying in court.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responds to and oversees crime scenes; investigates assigned cases; coordinates cases with other investigators and law enforcement organizations.
- Collects and packages evidence; identifies trace evidence and fingerprints; photographs and interprets blood spatter patterns; collects and preserves blood evidence from crime scenes; ensures chain of custody is maintained.
- Plans, organizes and conducts searches and surveillance.
- Obtains arrest and search warrants from clerk, magistrate or judge; executes warrants.
- Performs and documents evidence disposal; maintains files and records of examinations conducted.
- Interprets clinical and other medical/scientific data; consults with forensic scientists and medical examiners about cases.
- Prepares and submits reports; creates case log to enhance case management; prepares case for court presentation; assists prosecution; testifies in court.
- Maintains contact with victims during investigation.
- Collects, processes and disseminates intelligence information to citizens and other law enforcement agencies as needed.
- Prepares and administers polygraph examinations for criminal investigation and pre-employment purposes; reviews case reports and discusses details with primary investigator; testifies in court regarding polygraph findings.
- Gives training lectures/field instruction to patrol officers and new investigators regarding various investigative procedures.
- May be assigned to a variety of collateral duties such as emergency response team, K-9, underwater search and rescue, etc.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of police methods, practices and procedures; thorough knowledge of the geography of the County and location of important buildings; thorough knowledge of the rules and regulations of the Sheriff's Office; ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports; ability to deal courteously, firmly and tactfully with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; possession of physical agility and endurance; skill in the use of firearms and the operation of a motor vehicle; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from high school; DCJS Law Enforcement certification; and preferred three years of experience as a sworn law enforcement officer.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Basic Law Enforcement certification. Must meet and maintain minimum training and experience requirements for the position as established by the department and the Commonwealth of Virginia. Must have ability to pass physical.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.